



Memorandum # 39/2002

Commonwealth of Massachusetts | Public Employee Retirement Administration Commission
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Robert E. Tierney, *Chairman* | A. Joseph DeNucci, *Vice Chairman*
C. Christopher Alberti | Stephen P. Crosby | Kenneth J. Donnelly | James M. Machado | Donald R. Marquis
Joseph E. Connarton, *Executive Director*

MEMORANDUM

TO: All Retirement Boards

FROM: Joseph E. Connarton, Executive Director

RE: PERAC's Retirement Guides

DATE: October 18, 2002

Due to the increased cost of paper the price of PERAC's *Massachusetts Public Employee Retirement Guide*, *Guide to Disability Retirement for Public Employees*, and *Guide to Survivor Benefits for Public Employees*, will unfortunately increase. The purchase price will increase from \$.77 to \$1.00 per copy. This price will remain in effect from January 1, 2003 through December 31, 2003. The price is subject to change thereafter. Please call to confirm price when ordering copies after January 1, 2004.

There are three ways to obtain additional copies of these guides:

1. You may download the guides for free at www.mass.gov/PERAC, or
2. You may purchase the guides for \$1.00 each at the counter of Room P-11 at the Plaza level of the McCormack State Office Building, located at One Ashburton Place in Boston, or
3. You may also mail order guides from the printer, Central Reprographics. Mail order prices are listed below.

BOOKS	PRICE	POSTAGE	HANDLING	TOTAL
1	\$1.00*	\$.99	\$1.00	\$2.99
2	\$2.00	\$1.87	\$1.00	\$4.87
3	\$3.00	\$2.75	\$1.00	\$6.75
4	\$4.00	\$3.63	\$1.00	\$8.63
5	\$5.00	\$4.51	\$1.00	\$10.51
6	\$6.00	\$5.39	\$1.00	\$12.39
7	\$7.00	\$6.27	\$1.00	\$14.27
8	\$8.00	\$7.15	\$1.00	\$16.15
9	\$9.00	\$8.03	\$1.00	\$18.03
10	\$10.00	\$8.91	\$1.00	\$19.91

MEMORANDUM - Page Two

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For quantities greater than 10, books will ship via UPS. Cost will be determined as follows: Books are \$1.00 each, plus \$12.00 shipping per carton, and \$1.00 handling charge per carton. Each carton holds up to 200 books.

When placing orders with Central Reprographics, please specify title and quantity. No cash, please. Checks should be made payable to Central Reprographics, One Ashburton Place, Room P-11, Boston, MA 02108. Attention: Jack Ryan. For questions, Mr. Ryan may be reached by phone at 617-720-3340.

Thank you for your cooperation in this matter.